

How to fill in the Product Listing Form – A Short Guide

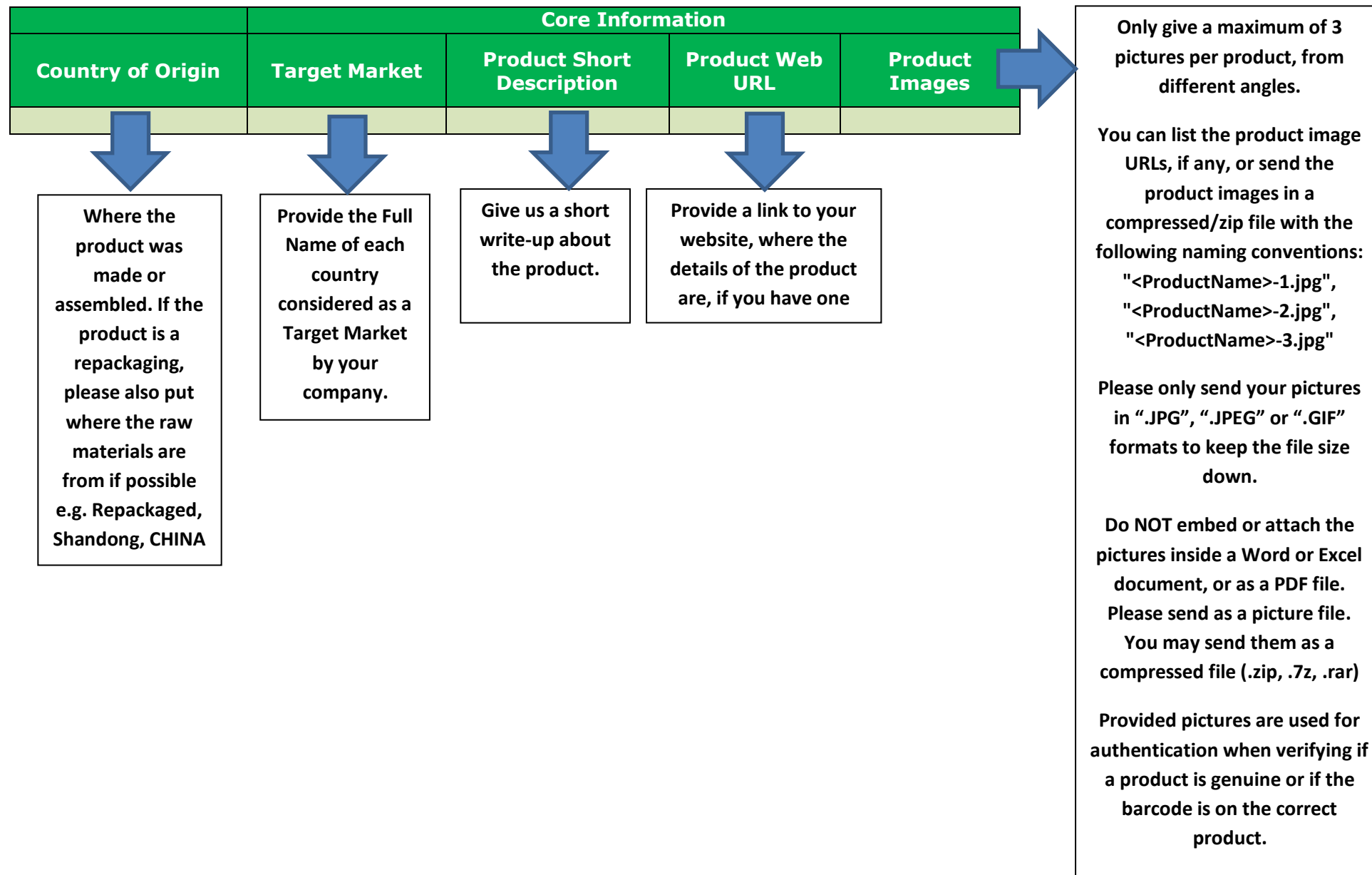
Section One – Compulsory Product Details (1st Tab)

Core Information							
Barcode	Product Name	Brand Name	Are you the Product Owner? *	Quantity <i>Eg. 100</i>	Unit of Measurement <i>Eg. ml, pcs, can, box</i>	Product Dimensions (mm) <i>Eg. height x depth x width</i>	Global Product Classification (GPC) <i>Refer to GPC Listing Tab</i>
<p>Leave it blank if new member and/or unassigned.</p> <p>Note : GS1 GTIN-13 Barcodes have 13 digits exactly.</p>	<p>The product's brand name, if any.</p> <p>Provide the name of your product, i.e. what is shown on the product packaging.</p>	<p>State whether you are the product owner. Either put Yes or No.</p>	<p>The amount contained in a single product unit, e.g. 1 bottle of honey contains 200 ML of honey, therefore Quantity = 200 & Unit of Measurement = ML. If product contains sachets, then provide no. of sachets per box & individual sachet weight.</p>	<p>How a single product unit is measured by weight or quantity. Eg. ML, G, pcs, can, sachets, packets, box</p>	<p>How a single product unit is measured by height, depth and width, in millimeter (mm)</p>	<p>You may find the full list of classifications for GPC at the 3rd tab of the form or at the following link. The list is updated yearly.</p> <p>This will be used for business matching, so please give the closest match. If no match is found, give a short description of the product, e.g. Incense = Consumable, Religious Item</p>	

Note : If you are not the product owner, please provide GS1 Malaysia with a copy of your authorized distributor/reseller agreement with the product owner, if possible, when you send in your documentation. OEM Manufacturers are **not required** to provide this information about their clients.

Section Two – Product Image Details (Compulsory) (1st Tab)

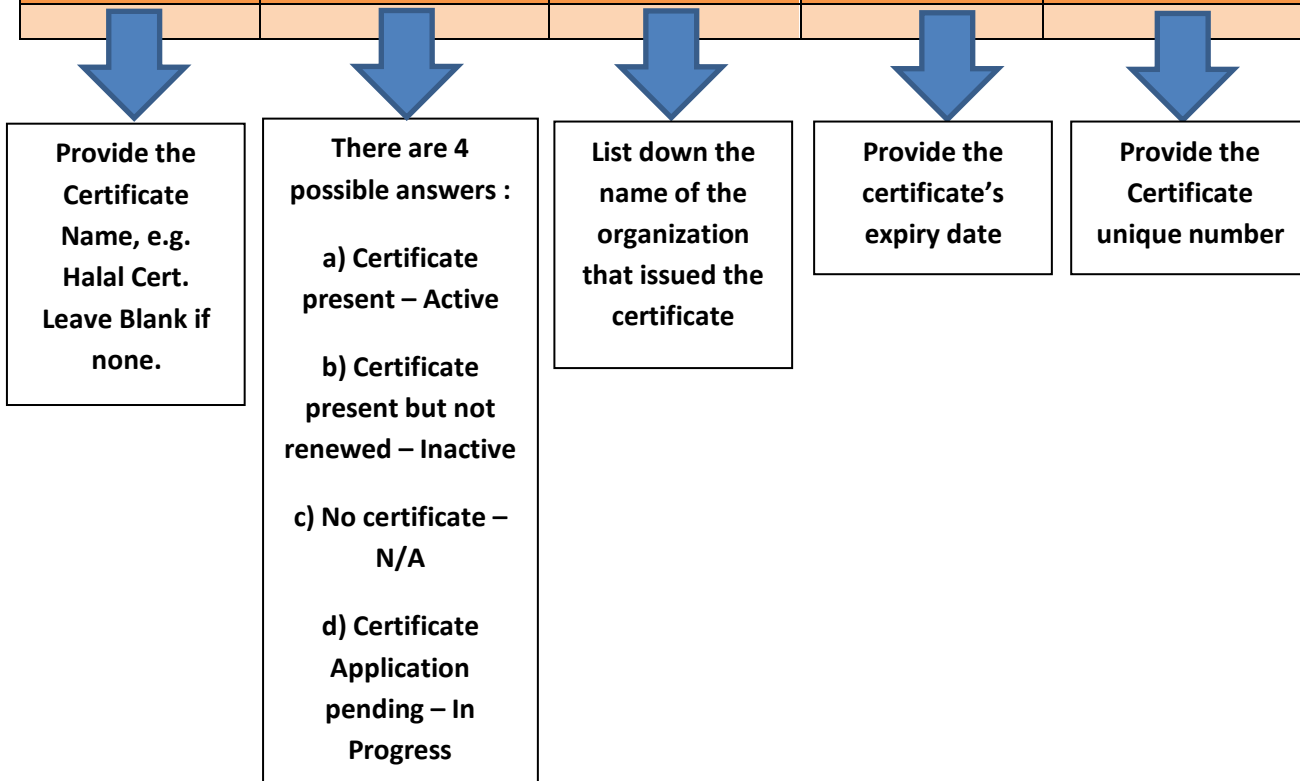
Product images can be of approved / final artwork if the product or the packaging is not on the market yet.



Section Three – A product’s Certification Details (1st Tab)

Kindly fill the Certificate Status field even if your product has no certification. You can put down as “n/a”.

Certification Information (Compulsory)				
Certification Name (Provide the name of the certification(s) below, e.g. Halal Cert)	Certification Status (Active, Inactive, N/A, In progress)	Issuing Body (Give name of the governing body that issued the cert)	Certification Expiry Date (Format is YYYY-MM-DD)	Certification Identifier (Provide the code that uniquely identifies this cert belongs to you)



Section Four – Non-Retail Product Details (2nd Tab)

For new members or for products with unassigned barcode numbers, kindly provide **ONLY** the **unit description, quantity, unit of measurement & Outer Case Carton (OCC) No.**

GTIN-14 Barcode <i>The codes are auto-generated, do NOT type here</i>	Non-Retail Unit Description <i>Please provide a description of the non-retail unit, e.g. Coca Cola Shipping Carton</i>	Quantity <i>Total inside item count Eg. 1000</i>	Unit of Measurement <i>Eg. bottles, liter, pcs</i>	Carton Dimensions <i>Eg. height x depth x width</i>	Base/Inner Unit Barcode <i>Please fill in the base unit barcode here, if available</i>	Outer Case Carton (OCC) No. <i>List the level of OCC, e.g. a shipping carton that has an inner carton that contains the actual product would be '2'</i>
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Your 14-digit Non-Retail barcode will be generated here.

Do not type anything here unless you have already assigned a barcode for your non-retail carton.

Give a description of the non-retail product

Provide the total base/inner product's quantity e.g. 1 x carton of Coca Cola has a total of 120 cans

Provide the base/inner product's type, e.g. bottles, pieces, etc.

Provide the carton box's dimensions, in millimeter (mm)

Provide the base/inner product's 13-digit barcode, if you have it. Leave it blank if you don't have them yet.

Provide carton's level, e.g. a shipping carton that has an inner carton that contains the product would be '2'